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FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 19 NOVEMBER 1986

25X1. 1. Status of Tasks Assigned by Senior Management:

2. Major Events That Have Occurred During the Preceding Week:

*No* a. <sup>OL</sup> ~~Design Branch/Operations~~, completed ~~a project this week for~~ a new computer equipment room (CER) to support a new Wang Alliance system for the DCI offices. The CER is ~~to be~~ located in the DCI registry in 7E12.

*yes* b. The Northeast/Northwest entrance parking <sup>OL reports that new spaces on the headquarter compound</sup> opened on 10 November. <sup>for parking permits only</sup> The area is reserved ~~at all times~~; parking citations will be issued to violators.

*No* c. On Saturday, 15 November, the staff of of the Executive Dining Room served a special luncheon to a senior level foreign delegation visiting the Agency and meeting with the DDCI. As Mr. Gates was unavailable to host the luncheon, Mr. Hineman was the official host.

*yes* d. <sup>OL reports that</sup> ~~On Saturday, 8 November 1986~~, the Mail and Courier Branch provided special courier support to the Public Affairs Office/ODCI. <sup>70 deliveries</sup> Copies of ~~a~~ DCI speech ~~were delivered~~ to eight news and wire services throughout the city. ~~Two couriers, on a scheduled tour of duty, handled this requirement which took two and one-half hour to complete.~~

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25X1 *yes* f. Two motor vehicle accidents occurred during the past week involving the Mail and Courier Branch. On ~~Friday~~, 7 November, ~~1986~~, minor damage was incurred to the roof of a Mail and Courier Branch truck, [redacted]

The vehicle was backing into a loading dock area of the building when the electric garage door of the loading dock malfunctioned and came down on the top of the vehicle. No injuries were sustained in the accident.

*OC reports that*  
25X1 *yes* On Wednesday, 12 November ~~1986~~, considerable damage was incurred to a Mail and Courier Branch station wagon, when it was side swiped [redacted] No personal injuries were sustained. The Mail and Courier Branch driver was ticketed for failure to yield, pending further investigation by the D.C. Police Department. Statements from witnesses at the scene indicate the driver who struck the M&CB vehicle was traveling at a high rate of speed, well over the posted speed limit. [redacted]

25X1 *No* g. The Passenger Vehicle Section of the Motor Pool Branch has received memorandums requesting transportation for [redacted] passengers via special runs during the forthcoming week.

*No* h. Special sedan/limousine type services was provided for DDO/EUR Division from November 13 through November 14. Twenty-one manhours were used to handle this task.

*No* i. Special van service was provided for NE/DDO on Saturday and Sunday, November 15-16 using two vans all day.

*No* j. On Sunday, 16 November, special service was provided for the DCI using one carry-all and two sedans.

*No* k. Building Services Branch, FMD, furniture support for the past week is as follows:

*No* - On 12 November, IMS/DDO requested unloading the LOC trailer and delivering 25 desks, 25 keyboards, and 14 pedestals. Simultaneously, 10 pieces were relocated within GA 20 and 30 pieces of furniture were PTI'd from the area. The same evening, the Headquarters corridors were swept for excess materiel -- 30 pieces of furniture were collected and PTI'd on the LOC truck.

25X1 *No* - On 13-15 November, OC/DDA requested installation of a total of 440 square yards of carpet tile in [redacted] Building.

25X1 *No* - On 14 and 15 November, an LOC truck was unloaded and 32 workstations placed [redacted]

*No* 1. The Hammermill is still down because the filter bags have not arrived. Allied is tracking this project for BSB.

*No* m. SOMAT Corporation completed the extractor relocation project on 14 November.

3. Upcoming Week:

*AGAIN?*  
*No*  
25X1 *Yes* a. A preliminary site survey is scheduled for ~~Thursday~~, 20 November 1986, between contract architects and engineers, subcontractors, and Design Branch representatives for the security upgrade of the Headquarters Building main entrance. Photographs are to be taken by a P&PD photographer to assist in the design. [redacted]  
*a reports man*

b. The Executive Dining Room will be closed on Friday, 21 November for a special luncheon being served to members of the Brookings Institute.

4. Management Activities and Concerns:

*No* a. Paid parking in Rosslyn has been the subject of frequent telephone calls, and concerted efforts are underway to obtain and issue the first 72 parking permits on 18 November. DC/FMD met with the SSA/DDA on 17 November regarding expansion of this effort.

*No* b. Personnel changes:

25X1 [redacted] has been assigned to Design Branch/OPS

*No* c. Representatives of FMD met with representatives of Ross, Murphy, Finkelstein, Inc., who provided additional insight into their proposal to install an incinerator on the Headquarters compound. A paper, outlining the options and a recommended course of action, is being prepared.

25X1 [redacted] Chief  
Facilities Management Division, OL